

~~SECRET~~

3 November 1955

MEMORANDUM FOR THE RECORD:

SUBJECT: Survey of Personnel Procedures

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On 5 October [REDACTED] advised me that Mr. Reynolds had approved an extensive survey of personnel procedures throughout the Agency. This survey will include authorities and responsibilities for the personnel functions. It will also include a review of all procedures, forms, files, reports, and the utilization of tabulation machine methods in conjunction with personnel procedures.

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[REDACTED] requested that I assign at least two persons to this project to assist [REDACTED] who will head up the project. In addition, there will be representatives from the Personnel Office and at least one more representative from the Management Staff. I advised him that we now have [REDACTED] working in the Personnel Office developing a records control schedule for them as requested by them and as explained in a memorandum to all employees in the Personnel Office by [REDACTED], Acting Director of Personnel, dated 13 August 1955. I also advised him that a reports management survey was in process in the Personnel Office in accordance with a directive from the DD/S. The details of this survey are outlined in a memorandum to all employees in the Personnel Office issued by Mr. Reynolds, dated 23 September 1955.

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I suggested to [REDACTED] that these two projects, which the Records Management staff is particularly interested in, proceed as originally planned. In addition, I proposed that we assign another person to this project who would pay particular attention to the processing of personnel actions. He agreed generally with this proposal.

There is attached a draft of the proposed personnel procedures project which was handed to me by [REDACTED]. Discussions have been held between the proposed members of the survey team and the Office of Personnel. At one time it was proposed that the inventory of records be postponed until such time as the procedures work was completed. When it was determined that this

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would mean a delay of approximately one year, I proposed the following alternative to [REDACTED] on 2 November:

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(a) That we continue the inventory of records at the Personnel Office by keeping [REDACTED] assigned to this work;

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(b) That [REDACTED] do the procedural work in conjunction with the survey;

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(c) That [REDACTED] supervise [REDACTED] work and assist him in the development of the records control schedule;

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(d) That the Reports Management survey which is now in process in the Personnel Office be continued.

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[REDACTED] agreed to these proposals and accordingly, [REDACTED] will meet with other members of the survey team at 9:00 a.m. on 3 November to develop plans for beginning the survey in OCR immediately.

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[REDACTED] was present at this meeting. He agreed to this proposal and advised those concerned.



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Attachments